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## Frequently Asked Questions

For more details on these issues and other information visit the Employee Portal: <http://mylacounty.gov> or ask your personnel or payroll manager.

### What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). A new Employee Self-Service (ESS) application will be available to provide you the capability to update your Time and Attendance and personal information online.

### New ESS Home Page

This issue focuses on the **My Update** section of the ESS Home Page. Self-service features covered will enable you to manage and control your personal information online.



**My Time (not shown)** – Allows you access to your current pre-populated timesheet for entries, submission and approval. Hourly employees will have to create a timesheet for the period they are submitting their time and leave information.

The “My Time” link also allows you to access the Timesheet Roster page. On this page, links to the prior Pay Period Timesheets and Final Timesheet Adjustment documents (TADJ) can be viewed by clicking on the document ID.

**Leave Request (not shown)** – Allows you to easily submit Leave Request(s) online for approval by your manager. Approved requests are displayed by event and date. The statuses of draft or pending requests are also displayed. This feature is currently NOT available.

**Elective Annual Leave Request (not shown)** – Allows MegaFlex employees to submit an online form for reimbursement of unused elective time purchased. This feature will be available based on the department’s operational needs.

**Update Name (not shown)** – Allows you to submit a request for a name change. Legal proof can be scanned and attached online to the Employee Identification Change Form (EICF).

It is very important to remember that you must submit legal proof of the name change to your Departmental HR Personnel Section before the request can be processed.



### Address

Street 1	City	State/Province	Zip/Postal Code	Country	From	To
✓ 2222 NEW STREET	NEW CITY	CA	23456	US	10/01/2011	12/31/9999

Private Home : From : 10/01/2011  
 Residency : To : 12/31/9999

**Change Address** – Allows employees to submit a request to update their address information. The online document is called the ADDR document.

For more information on the new eHR System, please visit the LA County Employee Portal at: <http://mylacounty.gov>



# Employee Self-Service — My Updates

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For a more detailed explanation and larger screen shots of each area discussed in this Issue, go to the **Frequently Asked Questions**.



## Emergency Contact



### ▼ First Contact

Name Prefix :  
First Name : JOHN  
Middle Name :  
Last Name : DOE  
Name Suffix :  
Relationship : ATTORNEY

### ► First Contact Address

### ► First Contact Information

### ► Second Contact

### ► Second Contact Address

### ► Second Contact Information

Create

Modify

**Update W4 / View DE4** – You can update your Federal Tax Withholdings/Allowances online, but you cannot change (view only) the 'Exemption' status online. At this time, your DE4 information can only be viewed online. W4 is a Federal form and DE4 is a State form.

**Questions regarding Employees' Exemption status must be directed to their Departmental Payroll Section.**

**To update your state tax information, the DE4 form is accessible for you to print.**

## Forms and Instructions

### Downloadable Forms

Topic	Department	Description	Long Description
✓ Compensation	ALL	MILE/PARK REIMB	Mileage and parking reimbursement form.
Miscellaneous	ALL	MILE/PARK CERT	Mileage/Parking Certification form.

Click on the icon under Form Attachments to open the attachment for the selected row.

Topic : Compensation  
Department : ALL  
Description : form.  
Additional Information  
Link :

## Form Attachments



Mileage and Parking Claim Form.docx



Instructions - Mileage and Parking Claim Form.docx



## Tax Withholdings/Allowances

Appt ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
✓ *	SINGLE		2	4	0	10/31/2011	12/31/9999



### ▼ General Information

Appt ID : \*  
From : 10/31/2011  
To : 12/31/9999  
Tax Class : FL SL NO EIC  
FICA Class : NO HT  
Last W4 File Date : 03/31/1988  
Date of Last Electronic Submission : 10/31/2011

### ▼ Federal Tax Information

Federal Tax Marital Status : SINGLE  
Federal Tax Allowance : 2  
Additional Federal Withholdings  
Type Plan Amount Percent From To

### ▼ State Tax Information

State Tax Marital Status :  
State Tax Allowance : 4  
Additional State Tax Allowance : 0

### Additional State and Localities Withholdings

Type	Plan	Amount	Percent	From	To
✓ FED ADDTL TAX	FED ADDTL TAX	25.00		10/31/2011	12/31/9999

Please refer to the Jobs tab to confirm your Name and Social Security Number and the Address tab to confirm your Address prior to creating the Form W-4 document.

Modify W4

Download DE4

**Print Duplicate W2 (not shown)** – Allows you to view, print or save your W2 information.

## Attachments

**Printable Forms** – Displays a list of commonly used Countywide forms with instructions for you to view and print. Some examples include: Mileage and Parking Reimbursement, DE4 Change Request, Direct Deposit Authorization Form and Warrant Recipient Designation.

For additional materials, log on to <http://mylacounty.gov> to access Employee Self-Service (ESS) training materials including cheat sheets and Web-based training (WBT) courses.

For more information on the new eHR System, please visit the LA County Employee Portal at: <http://mylacounty.gov>

